

**Mississippi Department of Mental Health
Bureau of Human Resources
239 North Lamar Street
1101 Robert E. Lee Building
Jackson, MS 39201**

**www.dmh.ms.gov
(601) 359-1288**

**Program Specialist Supervisor
Division of Outreach and Training**

This position serves as the Director of Outreach and Training for the Mississippi Department of Mental Health. The Division of Outreach and Training is responsible for connecting the Department of Mental Health with the community through partnerships that raise awareness of behavioral health and IDD programs. The Division is responsible for educating Mississippians on behavioral health and IDD services and supports; engaging in outreach and training initiatives to reduce stigma regarding mental health; implementing training programs for mental health professionals, providers and community members; and raising awareness of priority mental health issues around the state, including suicide prevention. The Program Specialist Senior is a supervisory position responsible for the administration of statewide programs, including supervising staff directly managing these programs. The position is accountable for managing program financial resources and assisting supervisor in determining needed regulations, policies, and procedures for programs under supervision.

Examples of additional work performed in this classification include, but are not limited to, the following:

- Oversee and participate in simultaneous implementation of a wide range of outreach and training initiatives with varying timelines, budgets, and topics.
- Provide daily oversight and direction to the Division of Outreach and Training, including budgeting and data management; staff recruitment and retention; communication; and supervision of staff to maximize impact and grow their professional skills.
- Connect and strengthen relationships between the Department of Mental Health and the community and play a key role in interfacing with community contacts to promote the mission of the agency.
- Direct the planning, design, and implementation of various training programs.
- Lead grant proposal development of outreach and training initiatives pertinent to the Department; implement required grant programs; prepare budgets and monitor expenditures; and analyze outcomes.
- Develop and evolve Division of Outreach and Training projects, programs, and activities to reach target audiences with key messages and tools for effective outreach.
- Establish communications and messaging to target audiences to bring awareness to behavioral health services and supports.
- Continually evaluate the outcomes of outreach campaigns, training programs, and grants to ensure ongoing effectiveness.
- Plan, organize, coordinate, and direct special events related to public awareness, outreach, and training.

- Travel will be required throughout the state with overnight stays on occasion.

Preference will be given to those with:

- Experience and working knowledge of direct behavioral health and IDD services
- Experience in training and outreach
- Proficiency in computer programs such as Excel, PowerPoint, Outlook, Word, etc.
- Excellent organizational and interpersonal skills
- Excellent verbal and written communication skills

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university and four (4) years of experience with one to two (1-2) years of supervisory experience. **OR**

Education:

A Bachelor's degree from an accredited four-year college or university and seven (7) years of experience and two to four (2-4) years of supervisory experience.

Salary: \$61,416.94 - \$70,629.48

Deadline to apply: July 26, 2022

This employment opportunity is only for applicants currently employed by the Department of Mental Health. Interested applicants must submit a resume to Toni Johnson at Toni.Johnson@dmh.ms.gov.

If you have questions, please contact Toni Johnson at the MS Department of Mental Health 601-359-6244 or Toni.Johnson@dmh.ms.gov.